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**EFFECTIVE**

July 1, 2019.

**Subject(s)**

1. ADM 520, Background Checks, Clearances, Criminal History Checks, and Fingerprinting.
2. ADM 1020, Adopted Child Case Record.
3. ADM 1030, Adoption Case Record Retention.

**1) ADM 520**

Clarification provided for documentation of background clearances completed and assessed during the adoptive family assessment.

*Reason:* Compliance with Criminal Justice Information System (CJIS) Security Policy and Adoption Program Office Recommendation.

**2) ADM 1020**

Documentation that is required to be placed in a child's adoption case record following the finalization of adoption has been updated.

**Note:** Criminal History Records Information (CHRI) that was collected during the adoption case **cannot** be placed in the child's **adoption** record and must be stored per SRM 200, Fingerprinting Policy.

*Reason:* Compliance with Criminal Justice Information System (CJIS) Security Policy and Adoption Program Office Recommendation.

**3) ADM 1030**

Updated department name.

*Reason:* Adoption Program Office Recommendation.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[ADM 0520](#)

[ADM 1020](#)

[ADM 1030](#)